

# Job description – Transportation Director

## SUMMARY

This position manages and coordinates agency transportation programs, projects, and activities. It is responsible for the management of operations, planning, marketing, grants, fiscal administration, and capital projects pertaining to the transportation department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following. Other duties may be assigned.

- Promote ridership through marketing efforts and cooperative agreements/contracts with community.
- Manage and coordinate agency transportation programs, projects, and activities; supervise the work of contracted service providers; coordinate daily work activities of contracted operators; monitors status of work in progress and inspects completed work; confers with staff, assists with complex/problem situations, and provides technical expertise.
- Ensure agency compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, passengers, and other individuals; initiates any actions necessary to correct deviations or violations.
- Develop and implement long and short-term plans, goals, and objectives relating to the area of assignment; evaluate efficiency and effectiveness of agency operations, procedures, and use of resources; recommends and implements improvements as needed.
- Prepares annual grant applications to obtain funding for transit/paratransit services; submits grant applications to federal, state, and/or other funding agencies; prepares invoices for reimbursement of transit services from funding agencies.
- Prepares various operating reports and service plans; works with the Ocala Marion County Transportation Planning Organization to prepares transportation disadvantaged service plan, system safety service plan, Security Program Plan, and maintenance plan; ensures timely submission of required reports to appropriate agencies/individuals.
- Ensures transit system is in compliance with Florida Administrative Code Rule 14-90.
- Prepares Requests for Proposal (RFPs); evaluates proposals and make recommendations for vendor selection.
- Prepares informational materials for distribution to Board of County Commissioners, Local Coordinating Boards, the general public, or other parties.

- Serves as liaison between the division, County officials, transportation agencies, grant agencies, and other agencies; represents Marion Senior Services at various public forums; participates in public meetings; speaks to community groups regarding transportation issues; serves on committees, attends meetings, and makes presentations as needed.
- Responds to complaints and questions related to division operations and activities; provides information, research problems, and initiates problem resolution.
- Assures that service quality and effectiveness meet performance standards established by the Commission for the Transportation Disadvantaged, the Florida Department of Transportation, and in accordance with America's Disabilities Act.
- Write grant applications to support Transportation operations and capital equipment purchases.
- Attend Transportation Disadvantaged Local Coordinating Board meetings, required funding and grant writing workshops, Transportation Disadvantaged Commission meetings, and annual conferences.
- Drug and Alcohol Program Manager for all safety sensitive transportation employees, oversees the random drug testing as required by Federal Transportation Administration and completes the annual federal DAMIS reporting.
- Performs duties as required in the agency disaster-action plan for weather related emergencies to include serving at the Sheriff's Emergency Operations Center in the event of a disaster.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.
- Oversees the procurement processes outlined by FDOT for micro, small and competitive purchases.
- Reviews and updates transit operating procedures, as necessary.

#### **SUPERVISORY RESPONSIBILITIES**

This position supervises a staff of operations managers, and supervisors and Transit Accounting Assistant.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in Transportation, Urban Planning, Business Management, or closely related field; supplemented by three (3) years previous experience and/or training that includes transit management, paratransit management, program coordination, grant administration, customer relations, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Florida Driver's License Class E minimum and Driving Record that meets company's insurance standards is required. Must have reliable transportation. Commercial Driver Medical Certification.

**MINIMUM NECESSARY RESTRICTION TO PHI** To perform the functions of this job, persons in this position may require access to or exposure to client information, medical records or computer applications that contain Protected Health Information including, but not limited to electronic medical information, client medical records, written information, faxed information or spoken word. Incidental exposure of Protected Health Information may occur during the workday. Incumbents in this position must make all reasonable efforts to preserve the confidentiality and integrity of Protected Health Information and not to use or disclose more than the minimum amount of Protected Health Information necessary to accomplish the intended purpose of their position responsibilities.

#### **LANGUAGE SKILLS**

- Ability to read and interpret common program guidelines and procedures such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write correspondence.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Variety of walking, standing, sitting, stooping.
- Requires normal range of hearing, vision, and manual dexterity to operate keyboard, telephone, photocopier, calculator, and other office equipment as needed.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office setting.
- Travel to designated locations as needed.
- Frequent contact with staff and public.

Job Type: Full-time

Salary: \$66,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday
- On call

Application Question(s):

- Are you able to pass a Level 2 background check in accordance with Department Of Elder Affairs Requirements?

Education:

- Bachelor's (Preferred)

Experience:

- Management Experience: 3 years (Preferred)
- Transportation Industry: 3 years (Required)

Work Location: In person

Closed

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